



## Recruitment Management System (RMS) Update

RMS HR Users,

On May 17, 2016, PeopleAdmin updated the RMS to include new social recruiting features. These added features will help you simplify the applicant experience and reach more candidates.

Social recruiting can help you:

- Reach millions of potential candidates on Facebook, LinkedIn and Twitter.
- Expand the reach of your job announcements through employee sharing and social engagement.
- Attract the modern, passive candidate.

### Frequently Asked Questions

**1. What is available in social recruiting?**

Social recruiting permits users to share a job posting to Facebook, Twitter or LinkedIn directly from a RMS posting. Social recruiting also permits applicants to create an applicant profile using their LinkedIn information.

**2. How and when will this be available?**

The “Post To” and “Apply with LinkedIn” options were automatically included in the RMS by PeopleAdmin on Tuesday, May 17.

**3. How will the “Post To” options appear on my screen?**

Small icons will be displayed below the “Take Action” button on the job posting page. You will see icons that identify available social media posting options directly from the posting. These buttons will not appear for internal postings.

**Posting: Professor - Chair Humanities (Faculty)** [Edit](#)

Current Status: **Posted** Created by: **System Account** Other: **Posted**

Position Type: **Faculty** Department: **College of Humanities** **Open**

[Summary](#) [History](#) [Settings](#) [Applicants](#) [Eligibility List](#) [Reports](#) [Hiring Proposals](#)

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

**Position Details** [Edit](#)

**Position Information**

<b>Title</b>	Professor - Chair Humanities
<b>Position Number</b>	F3052
<b>Job Dates</b>	
<b>Rank</b>	Professor
<b>Term Information</b>	Term: Track
<b>Job Description</b>	The College of Business at the University seeks an energetic and innovative chair who possesses a distinguished record of scholarly and professional achievement, appreciates the integration of teaching, research and engagement, and has significant administrative experience. The chair position is a 12-month position. Candidates are expected to exhibit a strong commitment to scholarly excellence in the areas of social work and to exhibit an open and collegial style of communication. Experience in fundraising and familiarity with the accreditation standards and accreditation procedures of the Council of Social Work Education are also desired. Among the responsibilities of the chair are the administration of instructional programs, budgetary management, faculty development, recruitment, academic advising and departmental assessment and accreditation functions and interface with our sister colleges on the joint interests of social work programs and the planning of a proposed joint Ph.D. in social work.

**Take Action On Posting**

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
-

**4. Where will the “Post To” option actually post?**

The job posting will post to whatever social media account the user is logged in to. It will only post to your institution’s social media page if that is the account the user is already logged in to or chooses to log in to. If the user is logged into a personal social media page, then the posting would post to the personal social media page.

**5. What happens if I select “Keep me logged in” when posting to a social site?**

You will remain logged in to whatever account you sign in to at that time. That means future postings will automatically be shared to that page any time you opt to share a post on a social media site. You may want to log out of the social site after posting and/or periodically clear your browser history.

**6. An applicant already created an account using a local login, can they still apply with LinkedIn?**

For now, new applicants can choose to create an account using any one of these options. If applicants have already created an account, they should use the existing account.

**7. How does “Apply with LinkedIn” work for our applicants?**

When applicants find a job they would like to apply for, they can choose to create an account using their LinkedIn profile. Their personal information and employment history will automatically be copied into their application. The applicant can make edits to the application at that time. These edits will not change any information on their individual LinkedIn profiles.

Please remember that agency Human Resources staff may also follow [@RMSResources](https://twitter.com/RMSResources) on Twitter to be notified of website updates like these and other RMS news.

Please submit questions and suggestions to [rmsinquiry@dhrm.virginia.gov](mailto:rmsinquiry@dhrm.virginia.gov). We will respond to your email as soon as possible. Thanks!

